

MEMORANDUM

From: Chief of Staff
To: Distribution

Subj: OCCUPATIONAL SAFETY AND HEALTH (OSH) TRAINING PLAN

Ref: (a) OPNAVINST 5100.23F
(b) OPNAVINST 11320.23E
(c) OPNAVINST 1500.12G

Encl: (1) Computer Based Training Schedule
(2) Classroom Training Schedule

1. Purpose. To identify OSH training requirements for NPS and Naval Support Activity Monterey (NSAM) personnel. Enclosures (1) & (2) provide a schedule of the necessary NPS/NSAM FY04 Command NAVOSH Training classes.

2. Scope. This notice applies to all NPS/NSAM personnel.

3. Background. Recent events throughout the world have elevated the importance for all organizations to improve their ability, to not only respond to, but to prevent various types of emergencies, accidents, and illnesses in the workplace. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, associated potential hazards and of the strategies necessary to perform the job properly and prevent mishaps. To attain this type and level of knowledge, a well-developed and coordinated training effort keyed to all levels and types of personnel is required. Furthermore, references (a), (b), and (c) requires annual training for all management, supervisory personnel, and employees working in potentially hazardous work situations.

4. Definitions.

a. Top Management OSH Training. Top management personnel are identified as the following: Superintendent, Chief of Staff, Special Assistant for Strategic Planning, Provost, Dean of SIGS, Dean of GSIOIS, Dean of GSEAS, Dean of GSBPP, Dean of Research, Executive Director for Information Resources,

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Executive Director for Advancement, Executive Director for Human Resources, Executive Director for Security, Executive Director for Business Affairs and Chief Financial Officer, and Executive Director for Facilities and Support Services. Training for top management is mandatory and is designed to provide management with a basic understanding of the NPS/NSAM OSH Program to include the strengths and weaknesses of their individual areas of responsibility. Such training shall be completed on a quarterly basis by thoroughly reviewing the NPS/NSAM Safety Scorecard provided via e-mail by the OSH Manager.

b. Supervisory OSH Training. This training assists supervisors in managing his/her safety programs in the work place and provides the opportunity to be updated on new changes and new skills that will assist supervisory compliance with reference (a). The OSH Manager, Mr. Michael Berry, X2822, will provide this training via e-mail as a PowerPoint presentation as scheduled in enclosure (1), and/or departments are welcome to contact the OSH Manager & arrange for training to meet specific needs of the department.

c. New Employee OSH Orientation. New staff and faculty members shall be provided an overview of the NAVOSH Program, and employee and supervisory responsibilities for maintaining a safe and healthy work environment are explained. Mr. Martin Catanese, OSH Specialist, X3317 will provide this training via e-mail as a PowerPoint presentation to all new employees as scheduled in enclosure (1).

d. Monthly Occupational Safety and Health Topics. All personnel within a department shall participate in a monthly OSH topic lesson. Monthly topics may either be provided via e-mail from the OSH office as established by the schedule below, available on the NPS/NSAM/NSAM intranet and the OSH office homepage. These sessions are designed to improve safety awareness and to increase mishap prevention efforts. Topics of timely interest in addition to those listed below, may also be provided.

October	- Unsafe/Unhealthful Working Conditions
November	- Earthquake Safety
December	- Holiday Safety
January	- Safe Driving
February	- Asbestos Awareness
March	- Laser/RFR Awareness
April	- Recreational Athletic & Home Safety
May	- Bicycle Safety
June	- Office Product Hazmat

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July - Lead Awareness
August - Rights/Responsibilities
September- Fire Extinguisher and Fire Prevention

e. Hazardous Material/Hazard Communication Training.
HAZMAT/HAZCOM training is required to familiarize all personnel to the HMC&M program as discussed in Chapter 8 of reference (a). The type of HAZMAT/HAZCOM training that is provided is dependent upon occupation, as described below:

(1) Emergency Response, Hazardous Waste Handlers and Clean-up Personnel: 40 hour initial and/or 8 hour refresher training is required per 29 CFR 1910.1200. Contract vendor provides training.

(2) Departmental Hazardous Material Program Managers: This 8 hour initial training session is applicable only to the designated department HM Program Managers assigned at NPS/NSAM/NSAM facilities. The Command HMC&M Coordinator, Code 223, provides training.

(3) Personnel Occupationally Exposed to Hazardous Material: This training is provided by the employees supervisor and/or Departmental Hazardous Material Program Manager and is tailored to individual jobs and specific exposures. The OSHA HAZCOM Standard does not establish time requirements for training, but instead depends upon employee knowledge of the standard, the HAZCOM program plan, and chemical hazards on the job, and safe performance of the job. Public Works employees will receive a specific Hazard Communication brief as scheduled in enclosure (2).

(4) Administrative Personnel: Training involving the hazards associated with typical office supplies and cleaning agents is provided by the employees supervisor and/or Department Safety Coordinator during initial job training and/or as a Monthly OSH Topic, during the month of June. Training information is available either on the NPS/NSAM OSH Office homepage or by contacting the Command HMC&M Coordinator at x4508.

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f. Hearing and Sight Conservation. This training is required on an annual basis for individuals enrolled in the sight and hearing conservation medical surveillance programs and is strongly recommended for others that may be periodically exposed to hazardous noise levels. Enclosure (1) identifies those departments that have personnel enrolled in sight and hearing conservation medical surveillance programs. Sight conservation topics include the Navy's sight conservation program elements, and selection of various types of eye protection. Hearing conservation topics include such things as off-duty conservation practices, proper wearing of hearing protection devices, and the elements of the Navy's hearing conservation program. Those employees and supervisors requiring such training, shall complete the training by the following method, and provided as scheduled in enclosure (1):

(1) Sight & Hearing Conservation training may be completed by visiting the Safety Office and reviewing the computer based training for Sight & Hearing Conservation training CD-ROMs, made available by contracting Mr. Martin Catanese, X3317.

g. First Aid & Cardiopulmonary Resuscitation (CPR). CPR certification is required annually; First Aid certification is required every three years. Training is required for the following personnel and their supervisors:

- (1) Emergency Response teams,
- (2) Fire Department personnel,
- (3) Police Department personnel,
- (4) Hospital Corpsman,
- (5) Safety and Industrial Hygiene personnel,
- (6) MWR recreational employees
- (7) Lab technicians
- (8) Electricians
- (9) Electronics Technicians,
- (10) Mechanics
- (11) Child Care Providers
- (12) ASF

Other NPS/NSAM employees that desire CPR and First Aid Certification may also enroll in these courses by contacting the OSH Manager at X2822. Refresher training will be conducted as necessary to maintain current certification. Qualified American Red Cross instructors from NPS/NSAM will be offering the classes on a case-by-case basis determined by the availability of the instructors in addition to the established schedule, enclosure

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(1). Please note that each class is limited to 9 students; therefore it is imperative that you contact the First Aid & CPR Training Coordinator, Mr. Michael Berry, X2822, prior to each class listed in enclosure (2) and ensure space is available. Individuals desiring Child/Infant CPR &/or AED training shall contact Roz Compagno, x2734 at the Child Development Center.

h. Ergonomics and Back Injury Prevention Training. Ergonomics and Back Injury Prevention training requirements for NPS/NSAM personnel is determined based on the results of employee comfort surveys, workplace inspections, and mishap analysis. One-on-one Ergonomics & Back Injury prevention training is provided by the NPS/NSAM Ergonomics Program Manager, Ms. Diane Spry-Lackner, X7748, to employees whom have completed an Employee Discomfort Survey. Training is conducted at the time the Ergonomics Program Manager schedules a detailed ergonomics survey for those employees. Additionally, based upon review of the previous fiscal year mishap analysis, and potential for ergonomic injuries, PW and MWR employees shall complete the requisite training by reviewing the Ergonomics and Back Injury Prevention information on the OSH website: <http://www.nps.navy.mil/safety> under the 'Ergonomics' link found on the OSH Training section of the web site. Completing the on-line Ergonomics quiz and submitting it to the OSH Office shall accomplish documentation of training attendance. Departments and/or employees that may desire to receive such training, are encouraged to participate in the Ergonomics training program. Ms. Diane Spry-Lackner administers this program, X7748. Training shall be accomplished as scheduled in enclosures (1) and (2).

i. Radio Frequency Radiation Training. Radio Frequency Radiation (RFR) safety training shall be provided to all personnel who routinely work directly with RFR equipment or whose work environment contain RFR equipment that routinely emits RFR levels in excess of the exposure limits for controlled environments. Training is individually provided by Departmental Radiation Supervisors prior to RFR system operation. P.O.C. for this training program is Mr. Steven Richards, X2649.

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j. Laser Safety Training. Annual refresher training via monthly safety topics is required for all Class I, II, and IIIA laser operators. Departmental Laser Supervisors (DLS) shall attend a formal laser safety-training course through the Navy or by contracted personnel. Contact the Command Laser System Safety Officer (LSSO) x2649 to schedule such training. Annual refresher training on the hazards associated with accidental exposure to laser radiation shall be provided to all personnel in areas operating Class IIIb and Class IV lasers. This training is conducted individually by the DLS and/or LSSO upon laser system operating request approval. P.O.C. for this training program is Mr. Steven Richards, X2649.

k. Lead Awareness Training. Lead work performed at NPS/NSAM is of a non-routine nature. Training is required for those individuals who during their employment may come in direct contact with lead containing materials. PW employees requiring such training shall complete training by either reviewing the Lead Awareness information that is available on the OSH website: <http://www.nps.navy.mil/safety>, or as scheduled per enclosure (2). Completing the on-line Lead Awareness quiz and submitting it to the OSH Office shall accomplish documentation of training attendance. Ms. Michele Marnach, X2475, administers this program. Lead Awareness training shall be provided to the general NPS/NSAM population as part of the electronic monthly safety-training topic delivered in July.

l. Blood Borne Pathogens Training. This training is required for the following personnel and their supervisors: emergency response teams, fire and police department personnel, lifeguards, child care workers, Youth Activity Center workers, gym personnel, barbers, and first aid responders and all other personnel such as housekeeping staff and plumbers who can reasonably be anticipated to have occupational exposure to Blood Borne Pathogens (BBP) or Other Potentially Infectious Materials (OPIM). Training is scheduled per enclosure (1), and is provided by the NPS/NSAM Industrial Hygienist, Mr. Eric Thurston, X3466. PW employees requiring such BBP Awareness training shall complete training by reviewing the Blood Borne Pathogens information that is available on the OSH web site <http://www.nps.navy.mil/safety> in a PowerPoint presentation or as scheduled per enclosure (2).

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m. Reproductive Hazards Training. This training is required for all personnel responsible for or working with any biological, chemical, or physical stressor that has the potential to adversely affect the human reproductive process. Specific locations and applications where reproductive hazards are present in the workplace may be found on the NPS/NSAM OSH website: <http://www.nps.navy.mil/safety>. Those employees and supervisors requiring such training shall complete the training by reviewing the Reproductive Hazards information found on the website listed above. Completing the on-line Reproductive Hazards quiz and submitting it to the OSH Office shall accomplish documentation of training attendance. PW employees shall receive such training as scheduled per enclosure (2). Mr. Martin Catanese, X3317, administers this program.

n. Asbestos Training. Annual asbestos training is required to familiarize all personnel to the Asbestos Program as discussed in Chapter 17 of reference (a). The type of asbestos training that is provided as scheduled in enclosure (1), is described below:

(1) Asbestos Awareness: All NPS/NSAM personnel shall have a basic understanding as to how Asbestos Containing Building Materials (ACBM) are labeled, potential health effects associated with exposures to asbestos, how to report suspected problems with asbestos, and where asbestos may be found in the workplace. Asbestos Awareness training shall be provided to the general NPS/NSAM population as part of the electronic monthly safety training topic delivered in February. PW employees shall receive such training as scheduled per enclosure (2).

(2) Class IV Asbestos Work: Annual refresher training shall be provided to all personnel engaged in maintenance and custodial activities during which employees contact but do not disturb Asbestos Containing Materials (ACM). Such training shall be provided by Ms. Michele Marnach, Asbestos Program Manager, X2475.

(3) Class I,II,III Asbestos Work: Annual refresher training shall be provided to those PW personnel that are routinely engaged in the removal, maintenance, and repair of all ACM (pipe insulation, sprayed-on acoustical, floor tile sheetrock, roofing, etc...). Such training shall be provided by Mr. Martin Catanese, OSH Specialist, X3317.

o. Respiratory Protection Training. This training is required for all employees that use respirators, their supervisors, persons issuing respirators, and emergency response teams to ensure proper respiratory use. Training is required annually, and conducted at the time of respirator fit testing by the Respiratory Protection Manager, Ms. Michele Marnach, X2475.

p. Confined Space Entry Training. Confined Space Qualified Persons are trained and certified by the NPS/NSAM Confined Space Entry Program Manager, Ms. Michele Marnach, X2475. Eight hours of initial classroom training, followed by 8 hours of on-the-job training and annual refresher training is required for all Confined Space Qualified Persons. Annual training is also provided to all confined space entrants, attendants, and entry supervisors. Confined Space Entry training is provided per enclosure (1). However, confined space entry awareness training is provided to all facility maintenance personnel during departmental weekly safety meetings.

q. Fall Protection Training. This training is required for those individuals that work at heights in excess of 6 ft. above the ground. Thorough employee training in the selection and use of personal fall arrest systems is imperative. Careless or improper use of the equipment can result in serious injury or death. Those employees requiring such training shall complete Fall Protection training information that is available on the OSH website: <http://www.nps.navy.mil/safety>. Completing the on-line Fall Protection quiz and submitting it to the OSH Office shall accomplish documentation of training attendance. However, specific job training for PW personnel shall be provided by Ms. Michele Marnach, X2475, as scheduled per enclosure (2).

r. Man Made Vitreous Fiber Training. Personnel working with or whom may be occupationally exposed to Man Made Vitreous Fibers (fiberglass, synthetic glass, mineral wools, and ceramics), shall complete MMVF training by reviewing the MMVF informational material that is available on the OSH website: <http://www.nps.navy.mil/safety>, as scheduled per enclosure (1). Completing the on-line MMVF quiz and submitting it to the OSH Office shall accomplish documentation of training attendance. Ms. Michele Marnach, OSH Specialist, X2475 administers this program. However, specific job training for PW personnel shall be provided by Ms. Marnach as scheduled per enclosure (2).

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s. Chemical Hygiene Training. Employees engaged in the laboratory use of hazardous chemicals shall be trained annually in the details of the NPS/NSAM Chemical Hygiene Plan, physical and health hazards of chemicals in the work area, methods and observations for chemical release detection and control measures. Affected employees shall periodically review Material Safety Data Sheets (MSDSs) to understand the characteristics and physical/health hazards of chemicals in the work area. Additionally, all affected employees shall complete Chemical Hygiene information that is available on the OSH website: <http://www.nps.navy.mil/safety>, as scheduled per enclosure (1). Completing the on-line Chemical Hygiene quiz and submitting it to the OSH Office shall accomplish documentation of training attendance.

t. Motorcycle Safety Training. Motorcycle Safety Training is required for all military personnel operating a motorcycle and any civilians operating a motorcycle on a military installation. Motorcycle Safety Training is a performance-based curriculum with a focus on motorcycling's mental and physical skills. The course is designed to improve a motorcycle rider's knowledge, awareness, control, and safe operation during normal and adverse situations. To successfully complete the course, the students must attend all classroom and range modules of the 15-hour curriculum; achieve 80% on the Knowledge Test, and 20 (or less) penalty points for the skill evaluations. Course size is limited to 8 individuals and registration with the Motorcycle Safety Instructor; Mr. Steven Richards; X2065 is required prior to commencement of instruction.

u. Traffic Safety Training. Traffic Safety Training is a prominent part of the Navy's campaign to reduce the leading cause of accidental death. Local traffic safety orientation briefings are required IAW reference C for all personnel reporting for duty at NPS/NSAM from outside the Monterey Peninsula as soon as possible after they report. Traffic Safety briefings shall include base traffic patterns, local community driving hazards and situations, special weather driving conditions, state and local vehicle and driving laws, vehicle registration, personal protective clothing requirements, safety belt and child safety seat laws, and alcohol and drug abuse driving counter measures. New employees (civilian, military staff, students, and faculty shall receive Traffic Safety Training by reviewing the information that is available on the OSH website: <http://www.nps.navy.mil/safety> as scheduled per enclosure (1). Completing the on-line Traffic Safety quiz and submitting it to the OSH office shall accomplish documentation of training attendance.

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v. Crane Safety Training. In accordance with the provisions set forth in NAVFAC P307; All Navy employees civilian and military (excluding contractors) who utilize non-cab operated weight handling equipment (i.e., Jib cranes, wall cranes, pillar cranes, monorail cranes and overhead hoists) shall be required to receive Category 3 Non-cab operated crane training on an annual basis. This training is provided locally using the required Navy Crane Center lesson plan. This training requires 8 hours of classroom instruction and successful completion of a written exam.

5. Action. All departments will ensure personnel attend required OSH training by 30 September 2004. If there is a conflict regarding dates/times, or if departments desire a special class, contact the OSH Manager, Michael Berry at x2822.

DAVID SMARSH
Chief of Staff

Distribution:
NAVPGSCOLINST 5605.2S, List 1

FY04 NPS/NSAM OCCUPATIONAL SAFETY & HEALTH COMPUTER BASED TRAINING SCHEDULE

Training Topic	Month/Date/Time	Target Audience & Location
Top Management OSH Training	Nov., Feb. May, August	Executive Council; Personal Computers
Supervisory OSH Training	March	Supervisors (Military & Civilian) of all departments; Personal Computers
New Employee OSH Orientation	Nov., Feb., May, August	New NPS/NSAM employees; Personal Computers; May have to be downloaded & printed and provided as a handout for some personnel.
Ergonomics & Back Injury Prevention Training	February	All MWR personnel; Personal Computers; May have to be downloaded & printed and provided as a handout for some personnel.
Hearing Conservation	January	Fire & Police departments, NEX airport personnel, MWR kitchen staff, golf course & PW maintenance personnel, machinists & various lab technicians / managers & others enrolled in the Hearing Conservation Medical Surveillance Program; Training Computer at the safety office Bldg. 436. May have to be downloaded & printed and provided as a handout for some personnel.
Sight Conservation	January	Fire & Police departments, NEX airport personnel, MWR kitchen staff, golf course & PW maintenance personnel, machinists & various lab technicians / managers & others enrolled in the Hearing Conservation Medical Surveillance Program; Training Computer at the safety office Bldg. 436. May have to be downloaded & printed and provided as a handout for some personnel.

Chemical Hygiene	January	PH, ME, AA personnel; Personal Computers
Reproductive Hazards	December	223,234, /234P, MWR, NEX, SP, AA, ECE, OC, & PH personnel; Personal Computers. May have to be downloaded & printed and provided as a handout for some personnel.
Traffic Safety Training	Nov. , Feb., May, Aug.	New NPS/NSAM employees, personal computers. May have to be downloaded & printed & provided as a handout for some employees.

FY04 NPS/NSAM OCCUPATONAL SAFETY & HEALTH CLASSROOM TRAINING SCHEDULE

Training Topic	Month/Date/Time	Target Audience & Location
Lead Awareness Training	Nov. 20, 2003 0830-0930 hr.	PW personnel; Bldg.427
Asbestos Awareness Training	Nov. 20, 2003 0930-1030 hr.	PW personnel; Bldg.427
Man Made Vitreous Fiber Training	Nov. 20, 2003 1030-1130 hr.	PW personnel; Bldg.427
Fall Protection Awareness Training	Feb. 19, 2004 0830 – 0930 hr.	PW personnel; Bldg.427
Hazard Communication Training	Feb. 19, 2004 0930 – 1030 hr.	PW personnel; Bldg.427
Ergonomics & Back Injury Prevention Training	Feb. 19, 2004 1030 – 1130 hr.	PW personnel; Bldg.427
Energy Control Training	May 20 , 2004 0830 – 0930 hr.	PW personnel; Bldg. 427
Reproductive Hazards Training	May 20, 2004 0930 – 1030 hr.	PW personnel; Bldg. 427
Blood Borne Pathogens Training	Jan. 29 0900-1000 hr. Feb. 26 1300-1400 hr. Mar. 25 0900-1000 hr. Apr. 29 1300-1400 hr. May 20 0900-1000 hr. May 20 1030-1130 hr. (PW) July 29 1300-1400 hr.	Because of their unique needs, departmental-specific training classes will be made available to the Police and Security Force Departments if requested. Fire Department, NEX Barbers, MWR Gym, Youth Center, and Child Development Center will receive training shall receive classroom training in the Bldg. 436 Conf. Room. PW personnel shall receive BBP Awareness training available on the OSH web site and/or downloaded & printed for use as a handout.

Adult CPR	Oct. 28 0830-1200 hr. Nov. 18 " Dec. 17 " Jan. 27 " Feb. 4 " Mar. 2 " April 13 " May 25 " June 16 " July 20 " August 18 " Sept. 23 "	Bldg. 436 – safety and maintenance personnel, electricians, electronics techs., MWR recreation employees, mechanics, ASF, lab techs., & managers, child care providers, mechanics, police officers, fire fighters.
Basic First Aid	Nov. 5 1300-1500 hr. Jan. 8 " March 18 " May 5 " July 8 " Sept. 7 "	Bldg. 436 – safety and maintenance personnel, electricians, electronics techs., MWR recreation employees, mechanics, ASF, lab techs., & managers, child care providers, mechanics, police officers, fire fighters.
Crane Safety Training	Dec. 2003 & July 2004 TBA	All crane operators for NPS & NSAM.